

# MEMORANDUM

**TO:** All DGS Employees

**FROM:** Alice S. Grove  
Acting Personnel Director

**DATE:** December 4, 2002

**SUBJECT:** Personal Leave Usage in Calendar Year 2003 and Unused Personal and Annual Leave - Calendar Year 2002

With the end of calendar year 2002 quickly approaching, please keep in mind the following information concerning State employees and the use of personal leave and annual leave. **The State Personnel & Pensions Article, 9 states:**

*Section 9-401 - Personal leave authorized*

- (1) "... each employee in the State Personnel Management System, except a temporary employee, is entitled to 6 days, not to exceed 48 hours, of personal leave with pay **at the beginning of the first full pay period of the calendar year...**"

In calendar year 2003, the first full pay period begins on Wednesday, January 8, 2003. Therefore, employees **may not** begin to use their personal leave for calendar year 2003 until January 8th. **Employees are permitted to use any personal leave remaining from calendar year 2002 through Tuesday, January 7, 2003.**

*Section 9-304 - Unused annual leave - Accumulation*

- (2) Any accumulated and unused annual leave in excess of 50 days or 400 hours shall be forfeited **at the beginning of the first full pay period of the next calendar year.**

(Continued)

Since the first full pay period of calendar year 2003 begins on Wednesday, January 8, 2003, employees with unused annual leave in excess of 50 days (400 hours) are required to use the excess leave by close of business January 7, 2003. **All unused annual leave in excess of 50 days (400 hours) that exists as of January 8, 2003, including annual leave earned from January 1<sup>st</sup> through January 7, 2003, shall be forfeited.**

With regard to part-time employees, the amount of annual leave that can be carried forward is predicated on the percentage of employment. For example, a 50% part-time employee may only carry over 25 days (200 hours) of unused annual leave from one calendar year to the next.

Should you have any questions, please do not hesitate to contact this office on (410) 767-4985.